



Creating Construction Contracts

February 27, 2001

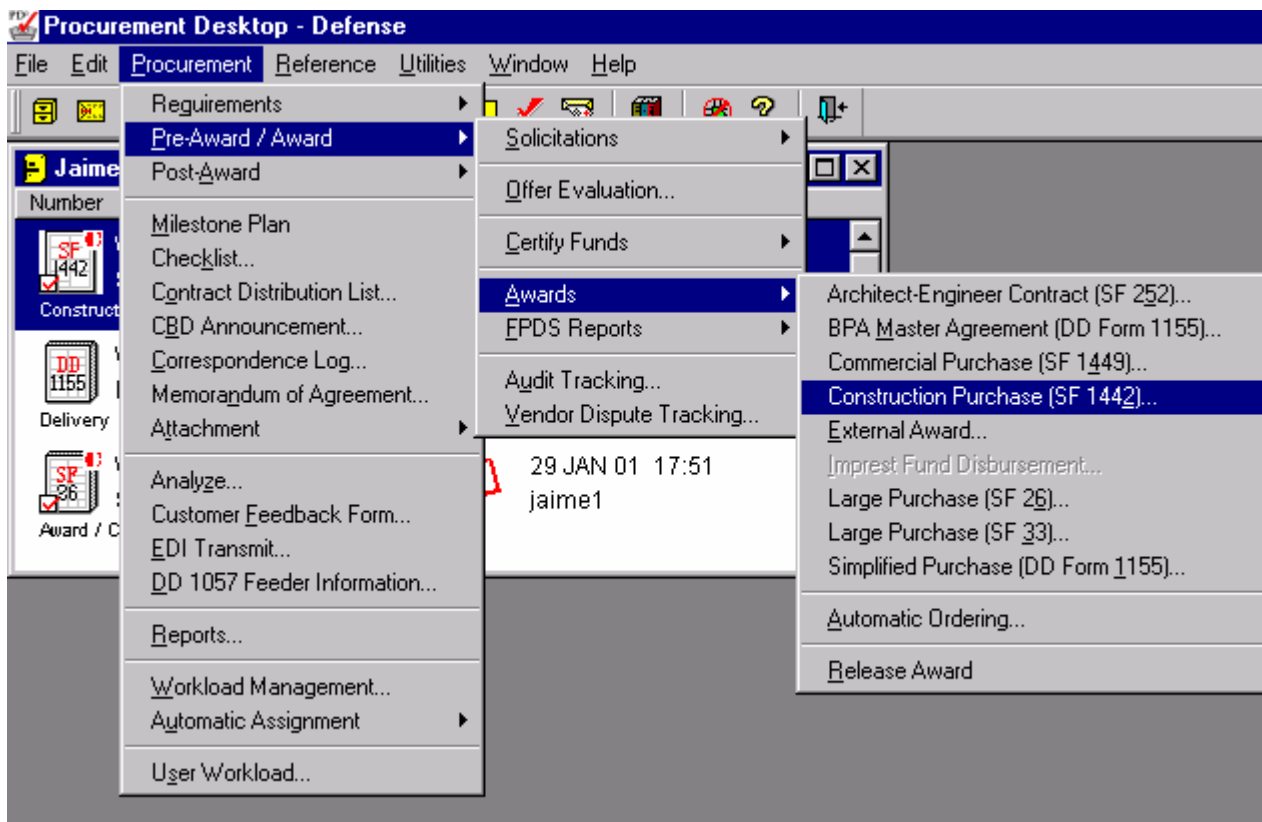
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1. CREATING THE SF1442 AWARD

1.1 Starting Off

Highlight the **SF 1442** Construction Solicitation icon and select **Procurement → Pre-Award/Award → Construction Purchase (SF1442)**. The **SF 1442** Construction Purchase may also be created without highlighting the **SF 1442** Construction Solicitation.



(The Create New SF 1442 Award window opens.)

In the **Create New SF 1442 Award** window, a default PIIN displays in the **Number** field, and **SF 1442** displays in the **Description** field. Update the **Number** field and **Description** field as necessary. Click **[OK]**.

Note: Refer to *DFARS 204.7003*, for elements of the number. Recall, the ninth position indicates the type of instrument. **SF 1442** awards always default to a “C” in the ninth position. Change the “C” to a “D” in the ninth position if it is an indefinite delivery contract.

After clicking **[OK]**, the **Construction Contract Award** window opens, with the document number in the window banner. Click through *Items 1-9*, *Item 10*, *Items 11-13*, *Items 14-23*, *Items 24-31* and the *Clauses* tabs. If the solicitation was associated with the award, the **SF 1442** information populates some of the fields in these tabs. If the **SF 1442** was created as a stand-alone award, all of the fields in the **SF 1442** will be blank, with the exception of addresses, entered as default addresses for all award forms in the **Preferences** window.

1.2 Completing Items 1-31

Be certain to review all tabs and blocks on the **SF 1442**, whether or not they have been already populated on the form. Pay specific attention to the following fields:

- **Item 3** – Enter the Date Issued
- **Item 10** – Describe the Statement of Work
- **Item 11** – Enter the period of time that the contractor should complete the job, and whether that time period begins with the receipt of the award or a notice to proceed.
- **Item 14** – Name and address of the successful offerer.
- All fields in the **Line Item Detail** window – The majority of the CLIN information is carried forward from the associated **SF 1442** solicitation if the solicitation was highlighted to create the award. Be certain to enter offerer's bid price and any other applicable information.
- **Item 23** – Be certain to select the **Funds Available** check box to certify the availability of funds.

Note: This document cannot be approved and released until funds are certified by checking the checkbox in **Item 23**.

- **Item 26** – Select the address of the Administering Office
- **Item 27** – Select the address of the Payment Office
- **Items 28 & 29** – Select whether this document is an award or a negotiated agreement.

Note: If this **SF 1442** is an award, the contractor does not need to sign the contract. However, if it is a negotiated agreement, the contractor is required to sign the document and return copies to the Issuing office.

Make any adjustments to clauses as appropriate, and save the document.

Note: Refer to pages 132-141 in *the Procurement Desktop-Defense User's Guide, Version 4.1* for instructions in working in the *Clauses* tab of a PD² document.

1.3 Generating

To generate the CLINs, select **Document Options → Generate CLINs**. This builds all CLINs in the generated document.

If **Attachments** have been associated with the **SF 1442** generate section J, by selecting **Document Options → Generate Section J**. See <http://kb.amsinc.com/ID/37748> for more instruction on how to create **Attachments** and add text to Section J.

Generate the document by selecting **Document Options → Generate Document**. The final generated document is the complete copy of the contract.

Note: If any changes have been made to the CLINs or the document the document has been generated, be certain to re-generate those areas. The changes will only be incorporated into the final *generated* document.

Save and close the document.

1.4 Approve and Release

To approve the document, highlight the **SF 1442** award icon and click on the red approval checkmark on your toolbar. Select the appropriate approval template from the in the **Approval** window. Click **[OK]**.

Note: Click **[Preapproval]** in the **Approval Sheet** window to run pre-approval before approving the document.

Note: If more than one signature is need on this award, route the document to obtain the other signatures by highlighting the document icon and selecting the mail slot icon on the toolbar. Select the names of the applicable recipients and route the document. See pages 48-54 in *the Procurement Desktop-Defense User's Guide, Version 4.1* for instruction on routing and approving documents.

Once the document has been approved the document is un-editable. To un-approve the document select the approval icon in the toolbar, and click **[OK]** before selecting **Approved** from the **Approval types** drop-down list.

To release the document, select **Procurement → Pre-Award/Award → Award → Release Award** to release the document. Once the document has been released, it is indelible.

Note: Only users with a sufficient warrant may release documents See page 173 in the *Procurement Desktop-Defense User's Manual, Version 4.1* for a list of validations that PD² runs when a document is released. If all of these criteria are not met the document will not release.
